

	Regulatory Standards Division AMA-200	Document # QP 267	Revision Original
Title: Space Management Process			Page 1 of 3

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
Original	Original	JLA	11/06/2003

REFERENCE DOCUMENTS	
Document Number	Document Title
QMS 200	AMA-200 Quality Systems Manual

PREFACE

This policy is intended as a tool for Personnel of AMA-260 to use when assigning space (rooms).

0. Introduction

The AMA-260 Space Management process was developed to standardize and insure customer requirements are met along with achieving a more productive and effective quality management system while meeting contract and ISO requirements.

0.1 Process Objectives

The process is designed for one or more of the following purposes:

1. to fulfill customer training and internal training requirements
2. to coordinate within AMA-200 to insure all requirements are communicated and met.
3. to provide support to other MMAC organizations.

1. Purpose

This document defines the process used to assign classroom space for Regulatory Standards training and MMAC requirements at the FAA Academy.

2. Scope

This process applies to the following activities conducted by AMA-260:

- 2.1 Maintaining inventory of all Regulatory Standards classroom space
- 2.2 Establishing class sizes and any special classroom requirements for each scheduled resident class
- 2.3 Obtaining appropriate space from other MMAC organizations to support all Regulatory Standards classroom shortfalls

	Regulatory Standards Division AMA-200	Document # QP 267	Revision Original
Title: Space Management Process			Page 2 of 3

- 2.4 Assigning appropriate classroom space for each scheduled class
- 2.5 Entering classroom utilization data into the FAA Academy Space Management (Oracle) database
- 2.6 Supporting other MMAC organizations with classroom needs.

3. Definitions and Acronyms

MMAC	Mike Monroney Aeronautical Center

4. Flowchart

There is no flowchart required for this document.

5. Responsibilities

5.1 **AMA-260** is responsible for:

- 5.1.1 Establishing and maintaining the inventory of all available Regulatory Standards classroom space and assigning an appropriate classroom for each scheduled resident course.
- 5.1.2 Providing classroom utilization information to the FAA Academy Space Management (Oracle) database and providing classroom support for other MMAC organizations

5.2 The **course manager** for each Regularity Standards resident training course is responsible for:

- 5.2.1 submitting a request for appropriate training space to conduct each scheduled resident class to AMA-260
- 5.2.2 Determining the adequacy of assigned space for each class.

6. Detailed Process

6.1 INPUT REQUIREMENTS:

- 6.1.1 Training dates for each class are obtained from the course manager and compared with current CPMIS information by AMA-260
- 6.1.2 Class sizes for each class are obtained from the course manager and compared with current CPMIS information by AMA-260
- 6.1.3 If a new course is requested the required classroom size and equipment requirements are submitted to AMA-260 by AIR-500 or AFS-500

	Regulatory Standards Division AMA-200	Document # QP 267	Revision Original
Title: Space Management Process			Page 3 of 3

- 6.1.4 The FAA Academy Space Management database normally is updated on a daily basis by AMA-260
- 6.1.5 A listing of currently assigned Regulatory Standards classrooms is normally produced on a weekly basis and provided to each Regulatory Standards Branch by AMA-260
- 6.2 ACTUAL PROCESS:
 - 6.2.1 Upon receipt of the training dates, equipment requirements and class size for each course, the available classroom inventory is reviewed and a suitable classroom is assigned if available
 - 6.2.2 If suitable classroom space is not available the current inventory is evaluated for classroom moves which could be made to accommodate the new class with minimal impact on other classes utilizing similar classroom size, equipment and arrangement
 - 6.2.3 If suitable classroom space still can not be provided by Regulatory Standards facilities, AMA-260 will contact all other MMAC organizations to obtain the needed classroom facilities
 - 6.2.4 A listing of currently assigned classrooms is provided to each Regulatory Standards Branch by AMA-260 normally on a weekly basis
 - 6.2.5 The FAA Academy Space Management database is updated to reflect all Regularity Standards resident classes normally on a daily basis
 - 6.2.6 Other MMAC organizations with classroom space requirements are supported upon request when appropriate AMA-200 facilities are available.

7. Metrics

There are no metrics required for this document.

8. Quality Records

Quality Records for this document are maintained by the AMA-260 space manager. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.

All records will be kept by the AMA-260 space manager.